



## Town Clerk's Office

Town Hall Room 12

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Amy E. Hennessy Neves, Town Clerk

## **What's Happening Now at the Town Clerk's Office:**

### **Annual Street Listing/Census**

#### **Why do I have to Answer the Annual Street Listing/Census?:**

It's important to return your street list, because years from now, you may need to prove that you or your children lived in Milford or resided in Massachusetts during a certain time period and the street list for that year is the proof of residency. And YES you need to answer it each and every year.

#### **What do I need to do with the form?:**

Please look over the names listed on the form. If there are no changes to the pre-printed information, simply sign and date the form and return it to the Town Clerk's Office. Add any new people who reside at your address and indicate with "M" (moved) or "D" (deceased) if someone has moved or passed away. Students living away at school, residents who are in a nursing home or away in the military are still considered residents of Milford and can remain on the census. Check to see that the date of birth is correct for each person and correct it if it is not. Please list a contact phone number for the household and indicate if it is public or unlisted. Please add or correct the "Occupations" column listed on the form. The "Voter" column tells you what each person's voter registration status is. "U" stands for "Unenrolled" which means not enrolled in any particular political party. This is what most people mean when they say "Independent". Other designations are: "D" for Democrat or "R" for Republican and if there is no letter in the "Voter" column means the person is not registered to vote in Milford. You cannot use the Street List Form to change your voter registration. To register to vote you need to complete a new Voter Registration Form. Please call the Town Clerk if you need one or you can download one from our website ([www.milfordma.gov](http://www.milfordma.gov)).

**What happens if I don't return the form?:** Registered voters who do not return the Annual Street List Form and do not respond to a follow up mailing must be designated as "Inactivate" voters on the street list. All the registered voters at the address will become inactive. Such persons will only be eligible to vote after they fill out an "Affirmation of Current and Continuous Residence" the next time they come to vote. Every household that fails to complete the form has to be contacted a second time, which takes additional time, paper and postage.

### **How is the Census Information Used? :**

The information from the returned street list forms has many different uses. These are some of them:

The Town Clerk uses it to maintain the list of registered voters and to help the town keep an up-to-date list of where residents live.

The School Department can request reports to help them to project future levels of school enrollment.

The Council on Aging uses the information when applying for grants and to estimate the possible demand for services to those over age 60.

The Office of the Jury Commissioner uses each community's street list to compile a list of residents for jury duty. An accurate list provides for a fair and representative jury pool.

The Veterans Agent receives a list of the U.S. Military veterans in Town so he can help veterans with their needs. It will also be used to verify residence for the "Welcome Home" bonus.

The presence of a person's name on the street list may also be used to establish residency for a number of things: to qualify for in-state college tuition; for job applications or special low-cost loan programs; even for adoption applications.

### **Last year I indicated that someone moved out, so why are they are still on the form?:**

A registered voter who moves and does not register to vote in another community cannot be removed from our street list until they have not voted in two consecutive biennial state elections (which may be why you may have told us someone moved but they still appear on your form). If you have a forwarding or new address for these individuals, please provide their new address to us so we can mail them paperwork to be removed or you can tell them to register in their new MA community. When they do, their name will be removed from our records.

### **Who should complete the street list form?:**

Any adult residing in the home can complete and sign the form. Please indicate any forwarding addressed of those who have moved to another address.

### **Dog Licenses:**

Dog licenses are issued at the Town Clerk's Office. Our licensing period runs from April 1<sup>st</sup> - June 30<sup>th</sup> each year.

If you have a new puppy/dog, please come and register the puppy/dog after it receives its rabies vaccination. Proof of spay/neutering will also be required for all new puppies/dogs if applicable. Those pet owners who are renewing their dog licenses from the previous year will only need to

present us a spay/neutering certificate if the surgery for spay/neutering has been done after you have registered your dog in 2019. We will also need a new/valid rabies certificate if it has expired. If you are unsure, you can always call our office to verify what documentation may be needed.

Male/Female dog licenses cost \$25.00 and Spayed/Neutered dog licenses cost \$6.00. We **cannot** accept personal checks for payment but we do accept cash, business check, money order, cashier's check, debit/credit cards. (Note: Unibank charges a convenience fee to use the card \$2.50 or \$3.95 depending on which card you use). 2019 Dog licensing period ends June 30<sup>th</sup>. If you register any dogs after June 30<sup>th</sup> there will be an additional \$10.00 late fee added to your purchase.

## **Our Website:**

Our website information is below.

<https://www.milfordma.gov/> (Main page)

<https://www.milfordma.gov/town-clerk> (Town Clerk's page)

## **NOTARY SERVICE AVAILABLE:**

There is usually someone available between 8:30 a.m. and 4:30 p.m. It is always best to call to make sure someone is available before you arrive. Please do not sign any documents that need to be witnessed by the Notary before coming to the office, for they will not notarize any pre-signed documents. If the document requires a Witness to be present when you sign, you will be required to provide at least (1) witness. There is no charge for documents notarized in our office.